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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY****NPR 2200.2C**

Effective Date: April 19, 2011

Expiration Date: July 19,  
2016[Printable Format \(PDF\)](#)

Request Notification of Change

 (NASA Only)

## **Subject: Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information (Updated w/change 2, 12/9/14)**

**Responsible Office: Office of the Chief Information Officer**

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## **Chapter 1. Publication and Dissemination of NASA Scientific and Technical Information (STI)**

### **1.1 Purpose of and Caveats for this NASA Procedural Requirement (NPR)**

1.1.1 This NPR applies to all scientific and technical information (STI) published, disseminated, and presented by or on behalf of NASA that contains NASA-sponsored or -funded STI except as excluded in [Section 1.2.4](#).

1.1.2 This chapter defines STI, delineates responsibilities associated with the publication and dissemination of STI, and provides an overview of NASA's process for approving, publishing, and disseminating the results of NASA's STI activities. The associated requirements are detailed in the following chapters. See Appendix A for Definitions and Appendix B for Acronyms used in this NPR.

1.1.3 Any restrictions or limitations placed on NASA contractors, grantees, and cooperative agreement participants regarding the publication, dissemination, or presentation of STI produced under a contract or grant shall be consistent with the Federal Acquisition Regulations (FARs), NPR 5100.4 for contracts, and NPR 5800.1 for grants and cooperative agreements.

1.1.4 Information protected for national security reasons under appropriate security classification shall be treated in accordance with NPR 1600.1 and NPR 2810.1. NASA Centers are responsible for handling and storing classified NASA STI.

1.1.5 Once NASA STI publications have been declassified and are marked accordingly, a copy shall be sent to the NASA STI Support Services with a properly completed and signed NASA Form (NF) 1676, NASA Scientific and Technical Information (STI) Document Availability Authorization (DAA) (see also [Section 4.4.2.4](#)). (For information on NASA STI Support Services, see <http://www.sti.nasa.gov>.)

1.1.6 For additional procedures that relate to technology commercialization materials and computer programs, see NASA Policy Directive (NPD) 2110.1, NPD 2210.1, and NPR 2210.1.

1.1.7 For additional procedures that relate to export-controlled information and for STI that is to be disseminated to foreign persons, see NPD 2190.1 and NPR 2190.1.

1.1.8 Throughout this NPR references to NASA Centers includes NASA Headquarters, Component Facilities and Technical and Service Support Centers, and to the Jet Propulsion Laboratory.

1.1.9 References to Center positions, offices, and job titles include the equivalent position at NASA Headquarters, Component Facilities and Technical and Service Support Centers, and to the Jet Propulsion Laboratory.

1.1.10 JPL, a Federally Funded Research and Development Center, shall follow NASA directives and the requirements of its prime contract in all matters relating to NASA STI.

1.1.11 Terminology across Centers varies for offices, job titles, and position titles. This NPR uses terminology developed by the STI Program Office but does not preclude Centers from using their own equivalent terms and titles.

## **1.2 NASA Scientific and Technical Information (STI) Defined**

1.2.1 STI is defined as the results (the analyses of data and facts and resulting conclusions) of basic and applied scientific, technical, and related engineering research and development.

1.2.2 NASA STI is STI derived from NASA activities, including those generated by NASA-sponsored or -funded research and development and related efforts, where NASA has the right to publish or otherwise disseminate the STI. NASA STI may be produced directly by NASA or under NASA contracts, grants, and agreements. For example, NASA STI includes STI authored by a NASA employee as part of the employee's official duties, STI coauthored by a NASA employee and a non-NASA employee, and STI authored by a NASA contractor or grantee employee in which NASA has the right to publish or otherwise disseminate the STI.

1.2.3 NASA STI is published or disseminated using mechanisms that include the NASA STI Report Series, NASA Web sites, and non-NASA scientific and technical channels such as professional society journals, books and/or book chapters, conference presentations, or conference proceedings. NASA STI may include, but is not limited to, technical publications and reports; journal articles; meeting, workshop, and conference publications and presentations; conference proceedings; and preliminary or nonpublished STI, including any of these examples that will be loaded to a public Web site or are in multimedia formats.

1.2.4 The following information is excluded from this NPR:

1.2.4.1 Information published in policy documents such as NASA directives and NASA technical, engineering, or safety standards (NPD 8070.6).

1.2.4.2 Information published as a result of mishap investigations (NPR 8621.1).

1.2.4.3 Proposal information marked with confidentiality notices furnished to NASA by contractors or grantees and cooperative agreement participants.

1.2.4.4 New Technology Reports (NTR)/Invention Disclosures. Note that although NTRs are not defined as STI, STI may include information that discloses an invention, so it shall be handled appropriately.

1.2.4.5 Raw and processed scientific and technical data and data sets independent of the analysis of the data and resulting conclusions. However, STI publications or presentations that include such data are subject to this directive.

1.2.4.6 All software, including research, technical, development, operational, and off-the shelf software.

1.2.4.7 Tech Briefs and Technical Support Packages (TSPs).

1.2.4.8 STI derived from NASA-funded contracts, grants, and cooperative agreements when published or released by the contractors, grantees, or cooperative agreement recipients on their own behalf without direction from NASA.

1.2.4.9 Scientific and technical documents exchanged with NASA international partners under established international agreements with foreign governmental entities. (Individual documents may require review by the Center Export Administrator prior to release. NASA employees transferring export-controlled technical data under a NASA international agreement shall reference the international agreement clause "Transfer of Goods and Technical Data" requirements and consult with the Center Export Administrator for specific guidance.)

## **1.3 Responsibilities for NASA Scientific and Technical Information (STI)**

1.3.1 NASA Mission Directorate Associate Administrators (MDAAs), Chief Engineer, Chief Scientist, Chief Technologist, Chief Technology Officer, Center Directors, and Mission Support Office Associate Administrators (MSOAAs).

1.3.1.1 NASA MDAAs, Chief Engineer, Chief Scientist, Chief Technologist, Chief Technology Officer, Center Directors, and MSOAAs shall be responsible for activities under their cognizance, ensuring that they comply with NPD 2200.1 and this NPR, applicable laws and regulations, and other referenced direction.

1.3.1.2 NASA MDAAs, Chief Engineer, Chief Scientist, Chief Technologist, Chief Technology Officer, Center Directors, and MSOAAs shall be responsible for STI under their purview, ensuring that it is reviewed technically, as required by this NPR, and, if applicable, the NASA Guidelines for Quality of Information (<http://www.sti.nasa.gov/nasaonly/qualinfo.html>).

1.3.2 NASA Chief Information Officer (CIO)

1.3.2.1 The NASA CIO shall plan, manage the implementation, and assess the effectiveness of the Agency STI

Program, designate the NASA CIO STI Program Executive and an STI Program Office (STIPO), and review and approve a STIPO program plan.

1.3.2.2 The NASA CIO shall update or have updated NPD 2200.1 and this NPR, according to scheduled revisions.

1.3.2.3 The NASA CIO shall, to the extent practicable, acquire (collect), manage, disseminate (or provide access to), safeguard, and have archived NASA STI from NASA-authored and/or NASA-funded research for use by NASA and NASA contractors and grantees and, where appropriate, the public.

1.3.2.4 The NASA CIO shall, to the extent practicable, collect or provide access to domestic and international non-NASA STI pertinent to NASA's mission and programs for use by NASA and NASA contractors and grantees through exchange agreements with non-commercial domestic and international entities.

1.3.2.5 The NASA CIO shall "provide for the widest practicable and appropriate dissemination" of STI resulting from NASA's research effort, unless restricted by U.S. statute, regulation, or Agency policy, while precluding the inappropriate dissemination of NASA sensitive and Sensitive But Unclassified (SBU) information, in keeping with the National Aeronautics and Space Act of 1958, as amended.

1.3.2.6 The NASA CIO shall establish policies and procedures to protect and disseminate NASA STI in a manner consistent with U.S. laws and regulations, Federal information policy, National Institute of Standards and Technology Security Standards, intellectual property rights, technology transfer protections requirements, and budgetary and technological limitations.

1.3.2.7 The NASA CIO shall, as appropriate, publish and make available its NASA STI as promptly as possible to maximize the benefit of the research.

1.3.2.8 The NASA CIO, through the STI Program Office, shall ensure that producers of NASA STI (including contractors, grantees, and cooperative agreement participants in accordance with the requirements of their funding agreements) are aware of Agency requirements and procedures prescribed by this NPR and the references given herein. Review of technical accuracy is currently accomplished outside the NF-1676 process.

1.3.2.9 The NASA CIO shall ensure that NASA-funded STI received from contractors, grantees, and cooperative agreement participants, if published, released external to the Agency, or made available to foreign persons by, or under the direction of NASA (versus release by the contractor or grantee independent of direction by NASA) is released in accordance with this NPR, the NASA Form 1676 approval, and in accordance with specific requirements in the contract, grant, or agreement.

#### 1.3.3 Agency Office of the Chief Information Officer (OCIO) STI Program Executive

1.3.3.1 The Agency OCIO STI Program Executive shall determine the strategic direction and approve the program plan for the STI program.

1.3.3.2 The Agency OCIO STI Program Executive shall allocate funds for the STIPO.

1.3.3.3 The Agency OCIO STI Program Executive shall coordinate the Agency's STI-strategy with the NASA CIO, MDAAs, Chief Engineer, Chief Scientist, Chief Technologist, Center Directors, and MSOAAs.

1.3.3.4 The Agency OCIO STI Program Executive shall ensure that the information system for the electronic collection of NASA STI by the NASA STI Support Services has a security assessment and an authorization to operate in accordance with NPR 2810.1 at a security category for SBU information in accordance with NPR 1600.1.

1.3.3.5 The Agency OCIO STI Program Executive shall ensure that the activities listed in 1.3.4 (a) through (g) are carried out.

#### 1.3.4 STI Program Office (STIPO)

1.3.4.1 The STIPO shall coordinate with the NASA CIO STI Program Executive to recommend STI policy and procedures via NPD 2200.1 and this NPR and implement the approved policy and procedures.

1.3.4.2 The STIPO shall ensure that NASA STI that is received at the NASA STI Support Services is shared (as appropriate) with entities required by U.S. statute, such as, but not limited to, the National Archives and Records Administration, Government Printing Office, National Technical Information Service, and other national and international partners.

1.3.4.3 The STIPO shall operate and manage an Agency-level STI Program in accordance with NPR 7120.7, and an annual Program Commitment Agreement (PCA) initiated by the Agency CIO and agreed to by the STIPO's Center CIO.

1.3.4.4 The STIPO shall coordinate the development, operation, and maintenance of a virtual electronic collection of NASA STI by overseeing the operation and maintenance of STI Support Services, and/or any successor facilities, systems, partnerships, or institutes.

1.3.4.5 The STIPO shall appoint personnel to serve on Agency-level and external teams pertinent to STI.

1.3.4.6 The STIPO shall negotiate and implement STI data-sharing agreements to facilitate the collection, purchase, and dissemination of STI. This does not include data-sharing agreements that are the responsibility of missions, projects, and programs.

1.3.4.7 The STIPO shall conduct an annual review to ensure that all Centers are in compliance with NPD 2200.1.

a) The annual review shall include evaluating implementation at the Centers of the DAA or NF-1676 review process described in NPD 2200.1 and this NPR.

b) STIPO shall report the findings of this review to each Center Director and the Center STI Manager to facilitate improvements when warranted.

#### 1.3.5 Center Directors

1.3.5.1 Center Directors shall ensure that all STI activities under their cognizance are performed in accordance with NPD 2200.1, this NPR, pertinent laws and regulations, and referenced documents.

1.3.5.2 Center Directors shall designate individuals to serve as the Center STI Manager and as the Center DAA representative.

1.3.5.3 Center Directors, in coordination with the Center STI Managers, shall establish and implement a plan to ensure awareness of the STI review requirements contained in this NPR.

1.3.5.4 Center Directors shall ensure that corrective actions associated with improvement areas cited in the yearly compliance review are implemented at their Center.

#### 1.3.6 Center STI Managers

1.3.6.1 Center STI Managers shall ensure that the Center is aware of policies and procedures indicated in NPD 2200.1 and this NPR. This awareness includes appropriate training in STI (including SATERN training) and information security protection for STI.

1.3.6.2 Center STI Managers shall ensure that the Center documents the number, type, title, author(s), and availability of STI that is published or released external to the Agency by, or at the direction of the Center.

1.3.6.3 Center STI Managers shall ensure that the STI, as well as the approved NF-1676, is submitted to the NASA STI Support Services.

1.3.6.4 If the STI originated from a NASA contract or grant, Center STI Managers shall also ensure that the appropriate Contracting Officer (CO), Contracting Officer's Technical Representative (COTR), Grant Officer (GO), and/or the Grant Technical Officer (GTO) are notified of the submittal.

1.3.6.5 Center STI Managers shall be responsible for instituting a process to ensure that timely (prior to needed release date) notification is given to authors, initiators, and approvers of STI including, as a minimum, the disposition of the STI, either approved or disapproved, to help ensure that only appropriately approved STI is released.

1.3.6.6 Center STI Managers shall ensure that their Center maintains a list of all non-approved STI and that this list is provided to the STIPO annually to help support STIPO's compliance review of appropriately released STI.

1.3.6.7 Center STI Managers, in coordination with Center Directors, shall establish and implement a plan to ensure awareness of the STI review requirements contained in this NPR.

1.3.6.8 Center STI Managers shall ensure that NASA STI Support Services has NF-1676s and STI from the Center before documents that have reached the end of their retention period are discarded.

#### 1.3.7 Center DAA Representatives

1.3.7.1 Center DAA Representatives shall coordinate with the Center's authors, STI Manager, COs, COTRs, GOs, GTOs, and managers who approve STI in order to track, file, and transfer the NF-1676 and its associated STI, after approval, to NASA STI Support Services.

#### 1.3.8 Managers Who Approve STI at Centers

1.3.8.1 Managers who approve STI at Centers shall ensure that STI in their areas of responsibility receives appropriate technical review and management review (through the NF-1676) prior to the STI being published, released external to the Agency, or made available to foreign persons by, or under the direction of, NASA.

1.3.8.2 Managers shall also ensure that STI is reviewed to determine its information quality as cited in this NPR.

1.3.8.3 Managers shall consult with the Center's DAA representative, COs, COTRs, GOs, GTOs, and STI Manager, as applicable.

1.3.8.4 Managers shall be responsible to coordinate the quality of their publications with this NPR and to refer documents to the CIO's NASA Information Quality Officer ( <http://www.sti.nasa.gov/nasaonly/qualinfo.html>) if these publications meet the definition of "Influential" or "Highly Influential" as cited in [Section 515](#), "OMB Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Dissemination by Federal Agencies."

1.3.8.5 Managers who approve STI shall track STI documents that are disapproved for release and provide the list to the Center STI Program Manager on a regular basis (at least annually) or as requested by the Center STI Manager for STIPO compliance reviews.

#### 1.3.9 Contracting Officers (COs)

1.3.9.1 COs shall receive the final STI reports (and additional STI reports required by the contract) from contractors and submit the reports to the COTR for review and acceptance.

1.3.9.2 COs shall ensure that STI requirements and information security protection consistent with this NPR and NPR 2810.1 are placed in NASA contracts.

#### 1.3.10 Contracting Officer's Technical Representatives (COTRs).

1.3.10.1 COTRs shall coordinate with the CO regarding contract issues and with the Center STI Manager regarding publication issues.

1.3.10.2 COTRs shall ensure that contractor-produced STI receives a DAA review if the Center elects to publish or release the STI external to the Agency or will make the STI available to foreign persons by, or under the direction of, NASA.

1.3.10.3 COTRs shall send a copy of the DAA-approved STI and the associated NF-1676 to the STI Manager and/or DAA representative.

1.3.10.4 COTRs shall comply with Center procedures for notifying the contractor if and when the STI is approved for publication by NASA.

#### 1.3.11 Grant Officers (GOs)

1.3.11.1 The GO shall receive reports from the grantee or cooperative agreement participants (or via the NASA Shared Services Center) and shall send the final reports to the Center Grant Technical Officer or other appropriate person to initiate the NF-1676 process if the Center elects to publish or otherwise release the STI external to the Agency or will make the STI available to foreign persons by, or under the direction of, NASA.

1.3.11.2 The GO shall ensure that STI grant requirements consistent with Agency needs and this NPR are placed in NASA grants and agreements.

#### 1.3.12 Center Grant Technical Officers (GTOs).

1.3.12.1 Center GTO shall receive final reports from the GO.

1.3.12.2 The GTO shall review and accept final reports.

1.3.12.3 The GTO shall ensure NF-1676 is initiated if NASA elects to publish any report.

#### 1.3.13 Authors of STI (see also [Section P.2](#)).

1.3.13.1 NASA authors shall coordinate with appropriate managers, the Center STI Manager, and their Center Technical Publication Office (TPO) to select the appropriate channel for release of STI.

1.3.13.2 Authors shall be notified of approval or disapproval in a timely fashion per [Section 1.3.6.1.3.6.5](#)

1.3.13.3 NASA authors of STI shall publish or otherwise release external to NASA (including via the Internet) only STI that has been reviewed at the appropriate organizational level for technical accuracy, conformance with applicable law, policy, and publication standards, and approved for release as prescribed by this NPR and references cited herein.

1.3.13.4 If STI is believed to be SBU, NASA authors and on-Center non-NASA authors if they are releasing the STI for or on behalf of NASA, shall notify the applicable NASA designating official in accordance with NPR 1600.1, Section 5.24 (NM 1600-55), so that a determination as to SBU status can be made prior to the DAA review.

1.3.13.5 Non-NASA authors shall coordinate with their COTR or GTO, who shall initiate the NF 1676 when NASA plans to release the document or if the contractor, grantee, or cooperative agreement author shall release it for or on behalf of NASA. [See [Section 1.3.10](#).]

1.3.13.6 NASA and non-NASA authors shall release NASA STI only as approved by the DAA review (for non-NASA authors when they release NASA STI for or on behalf of NASA (see [Section P2](#)).



1.3.13.7 For NASA contractors, grantees, and cooperative agreement participants, the DAA review requirement shall not apply when material is not published by or for NASA unless their contract, grant, or cooperative agreement contains a prereview requirement.

#### 1.3.14 NASA STI Support Services

1.3.14.1 STI Support Services, which is NASA's contractor-operated facility, shall acquire (collect), organize, disseminate, and archive (through the National Archives and Records Administration (NARA)) approved STI.

1.3.14.2 STI Support Services shall disseminate NASA STI to the Government Printing Office, Federal Depository Libraries, and the National Technical Information Service, as appropriate.

1.3.14.3 STI Support Services shall provide products and services for NASA related to STI content management of research and development information.

1.3.14.4 STI Support Services shall use only information systems that have a NASA-approved security assessment and Authorization To Operate (ATO) in accordance with NPR 2810.1 to process, store, or transmit NASA information.

### 1.4 Review and Approval of NASA Scientific and Technical Information (STI)

1.4.1 NASA shall publish and disseminate NASA STI through a variety of channels. These channels include journals, presentations at meetings or workshops, and the NASA STI Report Series. NASA STI shall also be electronically disseminated through these channels.

1.4.2 All NASA STI, regardless of channel or media, that is intended for an audience external to NASA (or STI presented at internal conferences or meetings at which foreign persons may be present) shall be subject to review and approval prior to its publication, dissemination, or presentation by or for NASA (see [Chapter 4](#)).

1.4.3 The technical review and management approval requirements vary depending upon the information content and publication channel. However, all NASA STI subject to review shall be required to be approved via the DAA review process (using NF-1676) prior to being published, disseminated, or presented external to NASA (or presented at internal meetings or conferences at which foreign persons may be present).

1.4.4 NASA STI that will be published shall undergo, at a minimum, a technical review, which is accomplished outside of (typically before an approver signs) the NF-1676 dissemination review.

1.4.5 This STI shall also undergo a dissemination review via NF-1676.

1.4.6 STI submitted to STI Support Services without a completed NF-1676 shall be released to NASA personnel only.

1.4.7 If the STI is intended for the NASA STI Report Series, it shall include in electronic format, a standard front cover, title page, and Standard Form (SF) 298 (Report Documentation Page (RDP)). (See [Appendix C](#)). Authors who are at NASA Centers that use the STI electronic document availability authorization (E-DAA) system do not have to include the SF-298, because this system also collects the data elements required by SF-298 in its basic NF-1676 review.

### 1.5 Selection of Publication Channels

1.5.1 NASA and NASA-funded authors shall publish, as appropriate, in the NASA STI Report Series as well as in non-NASA channels such as society journals, trade journals, oral presentations to professional societies, and proceedings of scientific and technical conferences and workshops.

1.5.2 Initial selection of the appropriate channel (see [Appendix D](#)) shall be made by authors in consultation with their technical management or the COTR or GTO (if applicable) and the Center technical publications office.

1.5.3 Selection shall be based on the content of the document and intended readership.

1.5.4 The selection shall be subject to review and approval as part of the Center review process. See [Section 3.5.2](#) for guidance concerning duplicate publication.

1.5.5 The NASA STI Report Series comprises six types of publications, which are described in detail in [Appendix D.1](#):

1.5.5.1 Technical Publication (TP)

1.5.5.2 Technical Memorandum (TM)

1.5.5.3 Contractor Report (CR)

#### 1.5.5.4 Conference Publication (CP)

#### 1.5.5.5 Special Publication (SP)

#### 1.5.5.6 Technical Translation (TT)

1.5.6 If specified in the contract, grant, or cooperative agreement, NASA contractors, grantees, or cooperative agreement participants shall submit a final report of their work as a deliverable.

1.5.7 The final report shall provide appropriate acknowledgment of NASA support and identify the contract(s), grants(s), or agreement(s) involved. See NASA FAR Supplement (NFS), Sections 1804, 1827, 1835, 1852; and NPR 5800.1.

1.5.8 NASA may elect to publish the final versions of the final reports in the NASA CR series. NASA may also decide to select a report authored by a contractor, grantee, or cooperative agreement participant for publication in another series. Such reports shall meet all criteria for the selected series.

1.5.9 The final reports shall be reviewed and approved at the level(s) required for that series. [Chapter 4](#) details review and approval processes for these reports.

1.5.10 NASA and NASA-sponsored authors who conduct oral presentations of scientific and technical findings at conferences and workshops may distribute copies of their NF-1676-reviewed and approved presentation to attendees. Optionally, they shall also publish their presentations in the NASA STI Report Series to ensure that their work is captured in the STI Database (internal and public interfaces, as appropriate). [Chapter 3](#) includes detailed requirements pertaining to symposium presentations and external publications.

## 1.6 Storage, Retention, and Archiving of NASA Scientific and Technical Information (STI)

1.6.1 All NASA and NASA-funded personnel shall ensure that their work is documented and archived for future use.

1.6.2 Following approval via the NF-1676 (DAA) process, an electronic copy of NASA and NASA-funded STI shall be sent to NASA STI Support Services via the Center's STI Manager or designated organization. [For alternative media, as identified in [Section D.4.8](#), two copies are required.] These requirements apply to the NASA STI Report Series, articles submitted to professional journals, papers presented at technical meetings, visuals-only presentations, and meeting papers that have not been included in NASA CPs.

1.6.3 NASA personnel who retire from or leave the Agency for other reasons shall forward their documented STI and the NF-1676 to be approved and sent to NASA STI Support Services through the Center's STI Manager who will forward them to NASA STI Support Services.

1.6.4 If an author chooses to place NASA STI on a NASA Web site that is accessible to the public, it shall be approved via the DAA review and Web site content reviews specified in NPR 2810.1 prior to being added to the Web site.

1.6.5 The information shall also be duplicated via computer backup storage by the author or Web site owner and, when removed from the Web site, submitted to NASA STI Support Services for archiving.

1.6.6 NASA contractors and grantees shall submit STI that stems from NASA-funded contracts, grants, and cooperative agreements, pursuant to the requirements of the NFS or NPR 5800.1 and their contracts or grants.

1.6.7 NASA STI Support Services automatically archives the STI that it receives in appropriate formats, as identified in [Sections 2.7](#) and [D.3.13](#). If alternative formats are used that NASA STI Support Services cannot archive, authors shall provide additional copies or other formats that can be archived for long-term retention. NASA STI Support Services provides onsite and offsite storage for its database and full-text versions of STI in addition to sending appropriate (unclassified/unlimited) archive information to NARA, Government Printing Office (GPO) (hence the Superintendent of Documents and the Federal Depository Libraries), the NASA libraries, and the National Technical Information Service (NTIS).

1.6.8 Authors shall also contact their Center's Technical Publications and Records Managers to determine if additional archiving requirements exist for their Center.

1.6.9 NASA Centers are required by NARA to keep copies of their NF-1676s on file for a minimum of five years unless required for an alternative or longer period because of the nature of the information or the cognizant Center's records retention schedules.

1.6.10 If a Center decides to destroy these forms after this time, the original or a copy of the NF 1676 shall first be sent to NASA STI Support Services to ensure long-term retention.

1.6.11 Each Center DAA representative shall coordinate with the Center's authors, STI Manager, COs, COTRs,

GOs, GTOs, and managers who approve STI for the following:

- a. Track STI while it is being approved.
- b. Keep STI and the NF-1676 on file (in accordance with NPR 1441.1).
- c. Transfer copies of the NF-1676 and its associated STI, after approval, to NASA STI Support Services so that a permanent record is maintained.

1.6.11.1 Center DAA representatives are responsible for sending the original or a copy of all NF 1676s to NASA STI Support Services after the Center has fulfilled its records retention requirements for these forms. This enables NASA STI Support Services to maintain a permanent record of the STI approval process and distribution requirements in the document's case file (i.e., archive of document).

1.6.11.2 Center DAA representatives shall coordinate with Center records managers before they dispose of temporary records that are STI at their Centers, to ensure that NASA STI Support Services has a copy of their NASA STI and the associated NF-1676.

## **1.7 Reproduction, Duplication, and Printing of NASA Scientific and Technical Information (STI)**

1.7.1 NASA authors of STI shall coordinate with NASA Headquarters and Center technical publications offices to use NASA duplicating or copying facilities or regional GPOs in accordance with NPD 1490.1.

1.7.2 Authors shall use electronic formats. See Section [5.3.1](#).

## **1.8 Dissemination of NASA Scientific and Technical Information (STI)**

1.8.1 NASA STI Report Series documents; conference, meeting, and symposia presentations; and external publications receive the widest practicable and appropriate dissemination by NASA. NASA STI Support Services has primary responsibility to distribute NASA STI. Authors shall contact their Center technical publications office for information on additional author-initiated distribution because some restrictions and approvals apply, especially on restricted or limited information.

1.8.2 Unless restricted for reasons explained in Sections [4.2.4](#) and [4.4.2.4](#), NASA STI shall be distributed by STI Support Services to NASA Center libraries; to domestic and international organizations, corporations, and universities that are registered to receive NASA STI publications; to NASA Center-identified authors, conference registrants, and interested members of organizations or groups; and, where appropriate, to the general public, NTIS, and GPO (who in turn disseminates to the Superintendent of Documents and Federal Depository Libraries).

1.8.3 NASA STI Support Services shall announce the availability of NASA STI publications in a variety of national and international channels and media.

1.8.4 Bibliographic citations describing NASA STI publications shall be added to the STI Database (internal and public interfaces, as appropriate).

1.8.5 NASA STI Support Services shall also serve as the historical repository for NASA-funded publications that it receives. For additional information, see Section [1.6](#).

1.8.6 Authors who wish to publish STI through non-U.S. channels shall follow the requirements for NF-1676 in addition to getting approval by the Headquarters Office of International and Interagency Relations (OIIR) if the document involves a designated area (see NPR 1450.10).

1.8.7 The Headquarters OIIR shall review and clear the correspondence package that is intended for a designated area.

1.8.8 Additional requirements are currently in place for STI that is published and disseminated outside NASA via the Web (see NPR 2810.1).

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